



Application for the Position of United States Magistrate Judge Portland, Oregon

INFORMATION AND APPLICATION FORM FOR
UNITED STATES MAGISTRATE JUDGE CANDIDATES

As approved by the Judicial Conference of the United States, this package provides information and instructions on applying for the eight (8) year term, full-time United States Magistrate Judge position for the U.S. District Court for the District of Oregon.

Ann Aiken
Chief Judge

GENERAL INFORMATION

1. Magistrate Judge's Responsibilities and Qualifications:

In accordance with 28 U.S.C. § 631, the qualifications for appointment as a United States Magistrate Judge include:

(a) Bar Membership

A candidate must be, and have been for at least five (5) years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States. Magistrate Judges are not required to be a member of the bar of the state in which they are appointed.

(b) Experience as an Attorney

A candidate must have actively practiced law for at least five (5) years. The court may consider the following substitute experience, including any combination:

- Experience as a judge of a state court of record or other state judicial officer;
- Experience as a United States magistrate judge, bankruptcy judge or other federal judicial officer;
- Experience as an attorney for a federal or state agency;
- Up to two years of experience as a law clerk to any judge or judicial officer, staff attorney, or pro se law clerk in a court; and/or
- Other legal experience suitable as a substitute in the opinion of the majority of the court.

(c) Age.

In the case of an initial appointment as a magistrate judge, a candidate must not be 70 years of age or older. A magistrate judge may continue to serve and be reappointed after age 70 upon a majority vote of all district judges of the court. This vote is taken when the magistrate judge reaches 70 and upon each anniversary thereafter.

(d) Relationship to District Judges

At the time of the initial appointment, an appointee to a magistrate judge position may not be related by blood or marriage to a judge of the appointing district court within the degree of relationship specified in 28 U.S.C. § 458, i.e. "by affinity or consanguinity within the degree of first cousin."

(e) **Citizenship**

Must be a citizen of the United States as specified in 5 U.S.C. § 3101.

(f) **Personal Attributes**

To be qualified for appointment, candidates must be:

- Competent to perform the duties of the office;
- Of good moral character;
- Emotionally stable and mature;
- Committed to equal justice under the law;
- In good health;
- Patient;
- Courteous; and
- Capable of deliberation and decisiveness when required to act on his or her own reason and judgment.

2. **Judgeship Availability and Term of Appointment**

The Merit Selection Panel is searching for the best-qualified individuals currently available for appointment to an eight (8) year term as a full-time U.S. Magistrate Judge for the United States District Court for the District of Oregon in Portland, Oregon.

3. **Magistrate Judge Salary**

The current salary for this full-time position is \$183,172 per year. Magistrate judge salaries are set by Congress. Periodically, Congress adjusts salaries based on cost of living increases. Note: Relocation expenses will not be paid.

4. **Magistrate Judge Jurisdiction**

The basic jurisdiction of a magistrate judge is that of the district court itself, delegated to a magistrate judge by statute and by the district judges of the court. The statutory authority of magistrate judges is generally set forth in the *Federal Magistrates Act of 1968*, as amended (28 U.S.C. § 631 et seq).

5. Equal Employment Opportunity

Candidates are considered without regard to gender, race, color, national origin, religion, age, non-interfering disability, and sexual orientation.

6. Directions for Completing the Application

- (a) All applications **must be typed, using the District of Oregon's application form.**
- (b) Application forms and more information on the magistrate judge position may be obtained on the Court's website at www.ord.uscourts.gov under "Employment."
- (c) Answer all questions as thoroughly as possible. If a question or section is not applicable, please so state. Incomplete applications **will not** be processed. If there is insufficient space for your response on the application form itself, use a separate attachment sheet. Any attachment sheets should be appended to the application form and should refer to the page and question number to which it relates.
- (d) Sign the completed application form.
- (e) The application package should include the application form, a letter of interest, a resume, and any appended materials. Candidates are required to submit one signed original application package and FOURTEEN (14) COPIES of the original application package, including attachments (*i.e.*, letter of interest, resume, and any appended materials). All materials should be firmly clipped together. Please do not place each copy in a separate binder or report cover. Retain the informational and instruction pages for your records.
- (f) **Do not** include photos of yourself in the application form or in any part of the appended materials.

7. Deadline for Submission

All completed application materials must be received at the address listed below by 4:30 p.m. on April 30, 2014.

Full-Time U.S. Magistrate Judge Application

Office of the Clerk

Merit Selection Panel

c/o Human Resources Division

United States District Court, District of Oregon

1000 SW Third Avenue, Suite 740

Portland, Oregon 97204

8. District of Oregon Merit Selection Process

The United States District Court of Oregon uses a competitive, open-selection merit process in making appointments for the office of a magistrate judge. It is a complex and time-consuming procedure. Candidates should expect the entire process to require four to twelve months.

- (a) A Merit Selection Panel is appointed by a majority vote of the judges of the District Court. It is composed of a chair and at least six other members consisting of lawyers and other members of the community. The Panel evaluates all applications, conducts background reference checks of selected candidates, and interviews those candidates the Panel deems to be most qualified. The Panel prepares a written report to the Court recommending the five (5) candidates most qualified to serve.
- (b) The Panel's recommendations are then considered by the Court and the Court makes any additional inquiries it deems necessary, including an interview. At the conclusion of this phase, the Court nominates the final candidate for appointment.
- (c) Once the Court makes its nomination for appointment, a tax and FBI check of the candidate is initiated. This generally requires eight to twelve weeks. The candidate also completes the financial disclosure forms. Upon the determination by the District Court that the FBI investigative report does not contain information that would make it reconsider its nomination, the Court issues an Order of Appointment. It is only at this point that a public announcement regarding the appointment is made.

9. Non-return of Applications

At the completion of the selection process, the Court will retain all application materials for a period of time, after which all materials will be destroyed and will not be returned to the applicants.

UNITED STATES DISTRICT COURT
District of Oregon
Application Form - U.S. Magistrate Judge Position
Portland, Oregon

Candidate's Full Name: _____

GENERAL INFORMATION

1. Full name:

Last:	First:	Middle:
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2. List all other names by which you have been known:

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3. Office mailing address and telephone number:

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4. Residence address, telephone number, and email address:

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5. Date and Place of Birth:

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6. Are you a citizen of the United States? Yes No

7. If you are a naturalized citizen, please indicate the date and place you were naturalized:

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8. Military Service:

Service	Branch	Dates

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Candidate's Full Name: _____

a) Rank or Rate at Discharge and Type of Discharge:

b) If still a reserve or national guard member, please indicate service, branch, unit, and present rank:

9. Are you related by blood or marriage to any judge of this court? If so, give their name(s) and relationship:

HEALTH

10. What is the present state of your health?

11. In the last ten (10) years have you been hospitalized due to injury or serious mental or physical illness or drug or alcohol addiction, or been prevented from working or otherwise incapacitated for a period in excess of ten days due to injury or illness or drug or alcohol addiction? If yes, please give the particulars, including the causes, the dates, the places of confinement, and the present status of the conditions which caused the confinement or incapacitation.

12. Do you have any visual or hearing impairment or other mental or physical impairment that would affect your ability to perform the duties of a magistrate judge? If yes, please describe the impairment and how your impairment could be accommodated to allow you to perform the duties of a magistrate judge.

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Candidate's Full Name: _____

EDUCATION

13. Undergraduate

For each undergraduate institution attended, list:

Name of Institution	Dates Attended	Degree Received and Date Conferred	Major Field of Study

14. Law School

For each institution attended, list:

Name of Institution	Dates Attended	Degree Received and Date Conferred

15. Other Graduate Education Received

For each institution attended, list:

Name of Institution	Dates Attended	Degree Received and Date Conferred

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Candidate's Full Name: _____

- 16. Please list continuing legal education courses/seminars completed within the last 10 years:**

HONORS

- 17. Describe any academic honors, awards, law review, and other activities and achievements:**

- 18. If you have published any legal books or articles, list them, giving citations and dates.**

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PROFESSIONAL ADMISSIONS

- 19. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case:**

Court or Administrative Body	Date Admitted

DESCRIPTION OF LEGAL PRACTICE

- 20. State the names, dates, and addresses of all law firms with which you have been associated in practice; all governmental agencies or private business organizations in which you have been employed; periods you have practiced as a sole practitioner; and other prior legal service.**

Position(s)	Firm Name and Address	Dates

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Candidate's Full Name: _____

- 21. Describe the general nature of your current practice, including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now than previously, please give details of your prior practice:**

- 22. Do you regularly appear in court?**

- 23. Estimate what percentages of your total time in legal work during the last five (5) years concerned:**

Federal Civil Law Matters	%
Federal Criminal Law Matters	%
State Civil Law Matters	%
State Criminal Law Matters	%
Other	%

If other, explain:

- 24. During the last five (5) years, what percentage of your practice has been trial practice?**

Civil	%
Criminal	%

- 25. How many times per month do you appear in court?**

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Candidate's Full Name: _____

26. How many times per month do you appear in administrative hearings?

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27. What percentage of your practice involving litigation has been:

Civil	%
Criminal	%
Other	%

If other, explain:

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28. State the number of cases you have tried to conclusion in courts of record the past five (5) years. Indicate whether you were sole, associate, or chief counsel. List citations of any reported cases:

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29. Summarize your courtroom experience prior to the last five (5) years:

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- 30. State the names and addresses of adversary counsel against whom you have litigated your primary cases over the past five (5) years:**

Name of Adversary Counsel	Address

PUBLIC OFFICE

- 31. Have you ever run for or held public office? If yes, please give details:**

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PRIOR JUDICIAL EXPERIENCE

- 32. Have you ever held judicial office or been a candidate for judicial office? If yes, please indicate the courts involved and the dates of service or dates of candidacy:**

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- 33. If you have held judicial office, state the names and addresses of counsel who have appeared before you who would be knowledgeable of your work, temperament, and abilities.**

Name of Counsel	Address

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Candidate's Full Name: _____

34. Indicate any prior quasi-judicial service or experience:

Name of Court/Agency and Position	Description of the Type of Hearing(s)/Issues	Number of Cases Adjudicated	Dates of Service

BUSINESS INVOLVEMENT

- 35. If you are now an officer, director, or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office:**

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- 36. Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession, other than the practice of law? If yes, please give the details, including dates:**

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- 37. During the past five (5) years have you received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind? If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization, or association involved, and dates such compensation was paid:**

- 38. Have you ever been arrested, charged, or convicted for violation of any federal, state, county or municipal law, regulation, or ordinance? If so, please give details. (Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence.)**

- 39. Have you ever been sued by a client? If yes, please give particulars:**

- 40. Have you, or your professional liability insurance carrier, ever settled a claim against you for professional malpractice? If so, please give particulars, including the amounts involved:**

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- 41. In any civil or criminal proceeding, have you ever been charged with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? If so, please give particulars:**

- 42. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by a court administrative agency, bar association, or other professional group? If so, please give the particulars:**

- 43. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? If no, please explain:**

- 44. Do you have any outstanding liens or claims filed against you by the Internal Revenue Service? If yes, please explain below:**

PROFESSIONAL AND OTHER ACTIVITIES

- 45. List all bar associations and legal professional societies of which you are a member. List the titles and dates of any office you have held in such groups and committees to which you belong:**

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- 46. List all other organizations and clubs, other than bar associations and professional societies identified above, of which you have been a member during the past ten (10) years. List titles and dates of any offices you have held in each such organization:**

SUPPLEMENTAL INFORMATION

- 47. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law:**

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- 48. State any additional or other experiences you believe would assist you in holding judicial office:**

- 49. State any other pertinent information reflecting positively or adversely on you that you believe should be disclosed to the District Court and the Merit Selection Panel in connection with your possible nomination as United States Magistrate Judge:**

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Candidate's Full Name: _____

50. List five (5) individuals (with addresses) as references who are familiar with your abilities and personal character:

Name and Title	Organization	Address	Telephone

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Candidate's Full Name: _____

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members of the Merit Selection Panel and the Judges of the District Court. The individuals whom you have listed as references above may be contacted by the Panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

DECLARATION

I declare under penalty of perjury that the foregoing is true and correct.

DATED this _____ day of _____, 2014.

Signature of Candidate